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Sheriff

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**SHERIFF**

## LINE-UP TRAINING

### Evidence Procedures

### Topic #59

*After discussing/reviewing the below training material in line-up (briefing), sworn staff shall sign off as completed in LMS. In the event a staff member is not present when this topic is discussed in line-up, they shall independently read, review, and complete the training.*

*By clicking "Yes" to "Have you completed this activity?" in LMS, you are attesting that you have viewed, read, and completed the training activity.*

#### I. PURPOSE

The purpose of this training is to fulfill legal and departmental requirements for evidence handling.

#### II. POLICY

This training is conducted in adherence to [DSB P&P Section Q-67 - Evidence / Found Property](#) and [Department Policy and Procedure section 6.29 - Property Control System](#).

#### III. DISCUSSION

Staff shall discuss and review the following topics as outlined in policy and procedures and facility specific green sheets.

##### A. EVIDENCE TYPE AND PACKAGING

##### 1. BIOHAZARD MATERIALS

(All must have biohazard label containing submitting agency, Case#, date sealed, sample#, source of sample, person collecting the sample).

- a. Whole Blood samples
  - i. Place in glass vials and put into plastic protector with cap (don't forget label).
  - ii. Keep suspect and victim evidence separated.
  - iii. Mark "refrigerate" and place into evidence refrigerator.
- b. Wet Stains (blood or semen)
  - i. Must be dried prior to submitting into evidence.
  - ii. If no secure drying area is available, contact the crime lab.
  - iii. To package dry material, wrap in white paper, place in a paper bag and tape shut. (should be kept in its original packaging if possible).
- c. Dry Stains
  - i. Wrap in white paper, place in paper bag and tape closed.
  - ii. All items must be packaged separately.



- d. Sexual Assault Evidence
  - i. Blood and urine will be put in appropriate containers and placed in 5x7 envelopes (one for victim and one for suspect) and placed in evidence refrigerator.
  - ii. Sexual Assault kit (hair strands, swabs, smears, and slides) will also be put into 5x7 envelopes and placed in the evidence refrigerator.
  - iii. Bedding and clothing will be air dried and wrapped in white paper and placed in a paper bag. All items must be packaged separately.

2. BULK PHYSICAL PROPERTY

When large, bulky narcotics or physical property/evidence is impounded during normal working hours the Property/Evidence Unit will be notified for transportation. After normal working hours, the communications center should be contacted, and the on-call property/evidence person requested.

- a. Clubs, Sticks, Knives or Swords
  - i. Generally, clubs/sticks can't be packaged. Attach a wire or plastic evidence tag.
  - ii. Knives and Swords, if unsheathed, can be wrapped in white paper around the blade at least twice, taped up, and attached with a wire tag.
- b. Currency / High Value Items
  - i. Package separately in Kapak bags.
  - ii. Currency should be broken down into individual denominations and recorded properly on a currency label.
- c. Documents (letters, notes, checks, receipts)
  - i. Initial and date reverse side of document, unless good judgment dictates otherwise.
  - ii. Do not staple, tear, crease, fold, or handle the item excessively.
  - iii. Package in an approximate sized manila envelope.

3. FIREARMS

- a. All firearms must be rendered safe prior to placing in the evidence locker and be tagged with a caution firearms label and evidence label.
- b. Firearms must have a plastic or wire tag label attached to the trigger guard.
- c. Plastic flex cuffs will be utilized to secure the weapons bolt, cylinder, or slide in an open position.
- d. Firearms must have a caution firearms label which includes: Deputy's name, ARJIS#, and must be witnessed by another deputy or sergeant with their names and ARJIS# listed as well. Date must be documented as well.
- e. Firearms should be described with the following information on the caution firearms label: manufacturer, caliber, serial #. Designate if it is a shotgun, handgun or rifle.
- f. These procedures apply to cases where deputies collect and enter weapons into evidence. They do not apply to cases where crime scene personnel and homicide investigators are called to the scene. In those cases, weapons will



be maintained and preserved in their "found" condition for evidentiary purposes.

4. AMMUNITION
  - a. Found ammunition should be placed into a brown paper bag or a box by caliber (both casings and live) and sealed.
  - b. Evidentiary ammunition
    - i. Live ammo should be separated by caliber and placed in a brown paper bag or small manila envelope.
    - ii. Expended casing should be placed separately in brown paper bags or manila envelopes.
  
5. NARCOTICS
  - a. TruNarc Testing
  - b. Do not remove from the original packaging (paper bindles, small plastic baggies, cigarette papers, etc.).
  - c. Place each category of narcotics in a separate Kapak bag and seal. Don't place green or wet marijuana or mushrooms in a Kapak bag. They must be placed into a paper bag.
  
6. HAZARDOUS MATERIALS (Notify Hazmat for instructions)